



## ProCharter Bookings Tour Setup

This document details the process for setting up Tours through ProCharter bookings.

### Create Operators (Agents)

1. Go to Maintain->Agents
2. Click New
3. Enter Operator Details such as shown below
4. Tick the Tour Supplier checkbox
5. Hit Save
6. Repeat for each operator

**Agent Maintenance**

Agent Details

ID Number: 5 Name: Clockwork Tours

6/27 South Pine Rd

BRENDALE 4500

Address Post Code

QUEENSLAND AUSTRALIA

State Country

07 3889 8240

Phone 1 Phone 2 Fax

support@clockworkcomputing.com.au

Email

0.00% ☐ Credit

Commission (%) Code

Group Industry

☒ Tour Supplier ☒ Active

Code 1 Code 2

Find

New Save Delete Help



## Create Tours

1. Go to Maintain->Tours
2. Click New
3. Enter the Tour Name, Operator (from previous step), Price, etc as shown below.  
Commission is calculated on the Price-Non Commissionable Amount, and can be either a Percent of Net, or Amount per Head. The description field is a rich text field, and can take formatting, such as Bold, Italic, etc
4. Hit Save
5. Repeat for each Tour

**Maintain Tours**

Tour  
ID: 5 Name: Orange Tour

ID: 5 Name: Clockwork Tours

Operator  
Price: \$100.00 Non-Comm Amt: \$18.00 Commission Type: Percent of Gro Commission: 20.00%

Description  
An orange tour consists of blah blah blah An orange tour consists of  
blah blah blah An orange tour consists of blah blah blah An orange  
tour consists of blah blah blah An orange tour consists of blah blah  
blah

New Save Delete Load Tour: [List Icon] [Back] [Forward] Help [Checkmark]



## Adding a Tour to a Booking

1. Create a booking as normal (i.e. entering Booking Name, Passengers Details on the Pax Screen)
2. Either go to View->Tour Entry or click the Tour Entry button on the Main tab
3. Hit New
4. Select the Tour using the lookup button, enter the number of Pax in the Qty box, and adjust price/commission/etc as required.
5. Set the Deposit Type to be either Deposit Paid (you collect only the commission) or Paid in Full (you collect the net and get invoiced for it later)
6. Hit Save

| ID | Tour        | Qty | Price    | Net      | Commission |
|----|-------------|-----|----------|----------|------------|
| 16 | Orange Tour | 2   | \$200.00 | \$164.00 | \$32.80    |

**Details**

|                 |       |               |          |            |         |        |
|-----------------|-------|---------------|----------|------------|---------|--------|
| ID              | Tour  | Percent of Gi | \$100.00 | \$18.00    | \$82.00 | 20.00% |
| Commission Type | Price | Non-Comm Amt  | Net      | Commission |         |        |

|     |        |          |              |          |            |
|-----|--------|----------|--------------|----------|------------|
| 2   | 20.00% | \$200.00 | \$36.00      | \$164.00 | \$32.80    |
| Qty | Comm % | Price    | Non-Comm Amt | Net      | Commission |

|              |           |            |             |             |
|--------------|-----------|------------|-------------|-------------|
| Deposit Paid |           | OT123      | Mon 21/3/05 | Thu 24/3/05 |
| Deposit Type | Reference | Op Bkg No. | Date From   | Date To     |

**Collecting Payment against a Tour**

1. The previous step will create a Miscellaneous request with the Product Tour and can be paid off normally on the Receipt screen

**Printing a Tour Voucher**

1. Either go to the Request tab, select the Request and click Print or Select the voucher from the Tour Voucher screen and click Print